

# Reporting for Cal Grant Duty

Presented By:

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California Student Aid Commission





# Cal Grant Reports

- Accept/Reject
- Automatic Leave
- Award Status Extract
- EL Accept/Reject
- EL Upload Summary
- Education Level Verification
- Grant Roster

- Cal Grant C Supplement
- Payment Activity Report
- School Change Upload
- Unable to Determine Renewal Eligibility
- Unclaimed Awards
- Reconciliation Reports

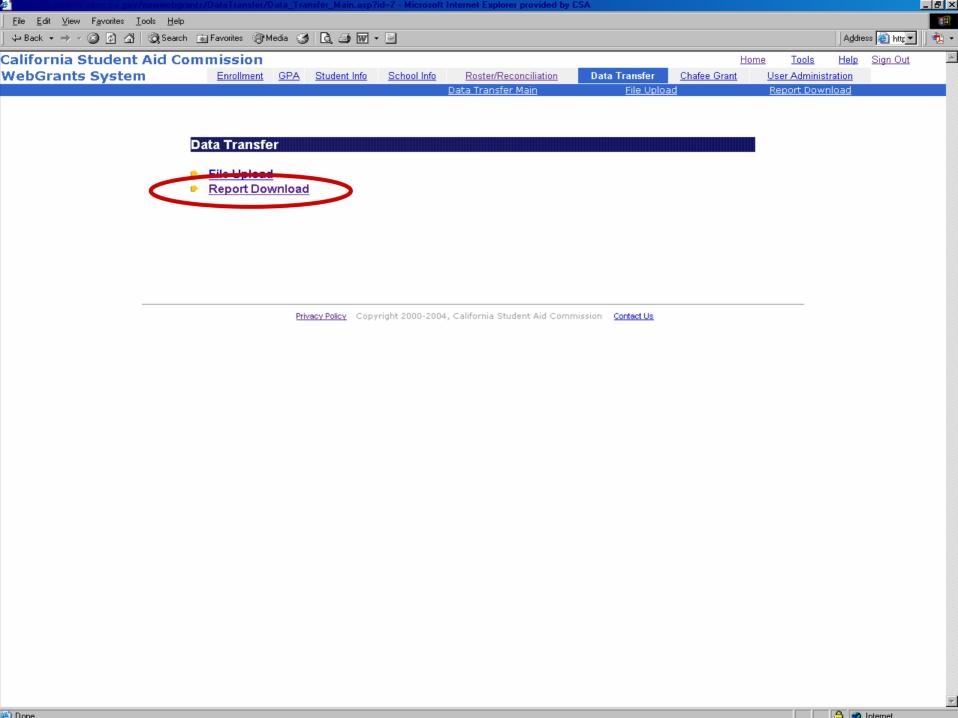


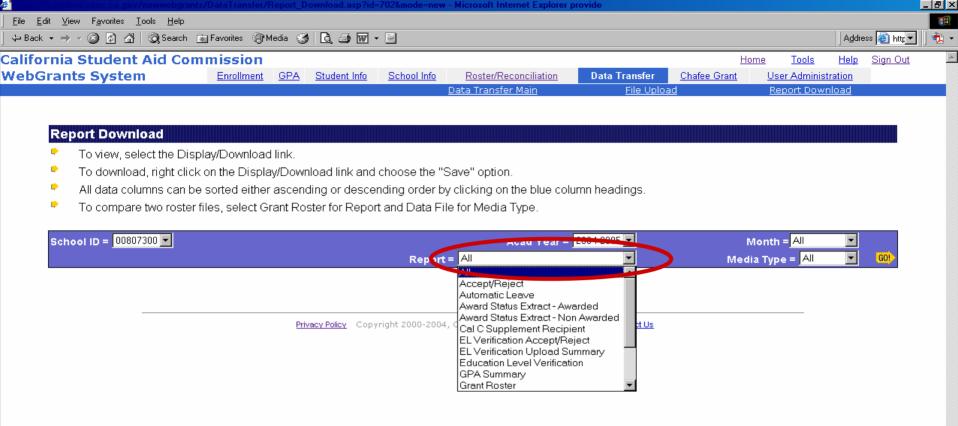


Please contact your School's System Administrator if you need access to additional screens.



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# Accept/Reject Report

- Status of week's reported transactions
- Using the report for reconciliation
  - Download or print report once a week
  - Compare to your list of reported transactions
  - Review reject reason of rejected transactions
  - Correct and re-report rejected transactions



# Accept/Reject Report (cont.)

- Some common transaction reject reasons
  - Need must be reported for renewal student
  - Student already paid at another school
  - No transaction reported for Fall term
  - Payment rejected due to award status of XX
  - Payment more than prorated amount of \$XX



#### Automatic Leave

- A monthly report generated from approximately July until December.
- Lists Cal Grant recipients who have had their awards renewed for the next academic year, but have not had all terms of the previous academic year accounted for.
- WebGrants users should work to insure that student payment transactions are posted for all applicable terms of the previous academic year prior to CSAC's Final Reconciliation in December.



#### Award Status Extract

- Students now only show on one roster at a time.
- Generated when schools upload an Award Status File which requests award status information for the requested list of students.



#### Award Status Extract (cont.)

- Award Status Upload
  - First line Header
  - Second line and below Detail
- Semi-monthly processing
- Downloadable Report
  - Award Status Extract Awarded
  - Award Status Extract Not Awarded
- This report is available only as a data file.



#### Education Level Verification

- Schools required to report Education Level (EL) to establish duration of Cal Grant program eligibility
- Schools should verify and report the educational level of each recipient on the report
  - On the WebGrants roster
  - Through the EL Datafile upload process



#### Education Level (EL) Verification

- Education Level (EL)
  - EL1 Freshman 400%
  - EL2 Sophomore 300%
  - EL3 Junior 200%
  - EL4 Senior 100%
- As of the beginning of the first term for which payment is made.



# EL Accept/Reject

- Weekly report
- Generated to inform schools of the accepted and rejected status of that week's reported EL transactions.



#### **EL Upload Summary**

- Generated when schools upload an EL Verification data file
- This report lists any students for which EL verification was included in the uploaded data file but that cannot be processed due to insufficient data, error in layout, etc.
- Also includes a total number of records successfully uploaded, and the number of records that could not be processed.



#### **Grant Roster**

- A weekly report that contains the comprehensive list of Cal Grant recipients and their grant information for a particular school and a particular academic year.
- Changes to the grant roster can be made through the WebGrants online roster or schools can submit grant roster changes through the file upload process.



#### Grant Roster Compare Tools

- Students New or Changed on Roster
  - Returns the @ and \* special identifiers to the roster data file
  - Can be used to compare any two rosters within the same award year
  - WebGrants and new compare program tool
- Students Removed from Roster
  - Students formerly on your roster who have been transferred to another school's roster



# Cal C Supplement Recipient

- Annual report containing a list of Cal Grant C candidates who may be attending a particular school and have been sent a supplemental application.
- Awarding of a Cal Grant C is dependent on the applicant completing and returning the supplemental application.



# Payment Activity Report

- Summary of the school's cumulative payment activity for the current award year including:
  - Funds disbursed to institutions
  - Total reconciled payment transactions for each month
  - Running Cal Grant fund balance
- Use report to track balances
- Semi-monthly report



#### Payment Activity Report (cont.)

- Detail and summary of the institution's:
  - Term advances;
  - Accepted and reconciled payment transaction, &
  - Cal Grant fund balance.
- Divided into two sections:
  - Accounting Summary
  - Payment Transaction Summary



# School Change Upload

- Generated when schools upload a School Change Upload data file.
- Lists any students for which a school change was requested via the uploaded data file for which insufficient data was provided.
- Also includes the total number of records successfully uploaded, and the number of records that could not be processed.



# Unable to Determine Renewal Eligibility Report

- Sent to schools from July through November
- Students NOT renewed
- Lists all Cal Grants recipients that the Commission believes were enrolled at the school for the prior year for whom at least one term has yet to be accounted for by the reporting of a payment, a leave of absence or another transaction.
- Informational only and is not to be returned to the Commission through the file upload process.



#### **Unclaimed Award**

- Cal Grant recipients who have had no payments reported during the selected academic year at any of the six participating California school choices indicated on the student's ISIR.
- Generated periodically throughout the year beginning with the October month-end cycle of the award year and through final reconciliation for that year.



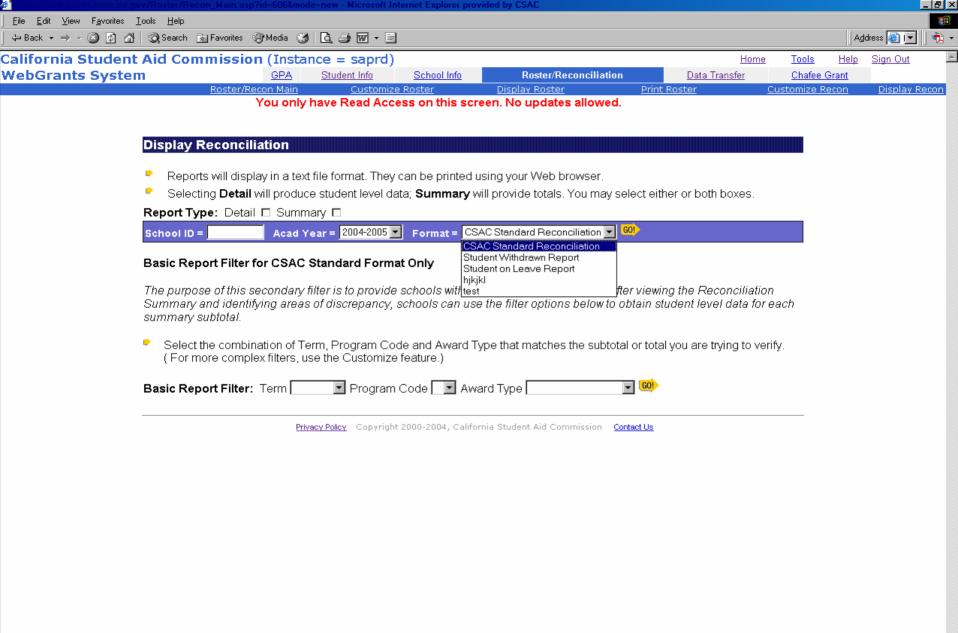
#### Unclaimed Award (cont.)

- Each time the report is created it will overwrite the previous report.
- Recipients with a Cal Grant award issued for the September award cycle will only appear on the reports for Community Colleges.
- Recipients of Transfer Entitlement awards will only appear on schools with Bachelor degree programs.



# Reconciliation Reports

- WebGrants Roster/Reconciliation page
- Customizable
  - Detail or Summary
  - Sorting & Filtering
- Compare to Accounting/Bursar reports



Display Roster

Print Roster

Customize Recon

#### Customize Reconciliation

Roster/Recon Main

- The following is a list of your Reconciliation formats.
- You can add or delete up to 3 Reconciliation formats. The CSAC Standard Reconciliation format can not be changed or deleted.
- Existing Reconciliation formats can be copied, edited and renamed.

Customize Roster

Any Reconciliation format can be chosen as the "Preferred Format." The Preferred Format will display automatically when "Display Reconciliation" is selected from the Roster Main menu.

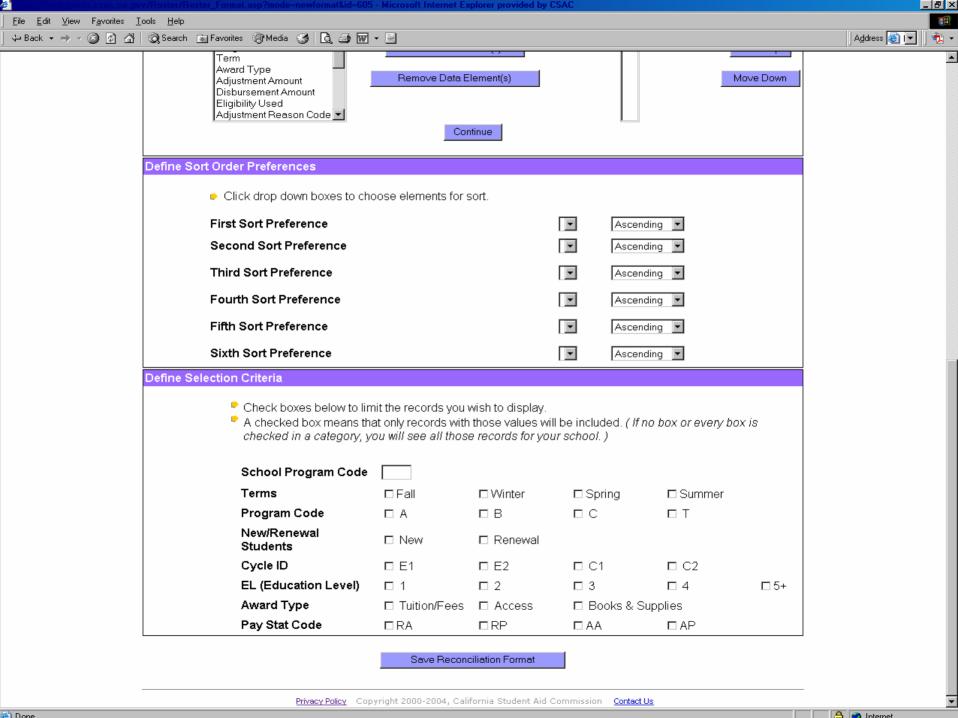
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1	CSAC Standard Reconciliation	•		
2	Student Withdrawn Report	c		
3	Student on Leave Report	0		
4	<u>hjkjkl</u>	0		
5	<u>test</u>	c		

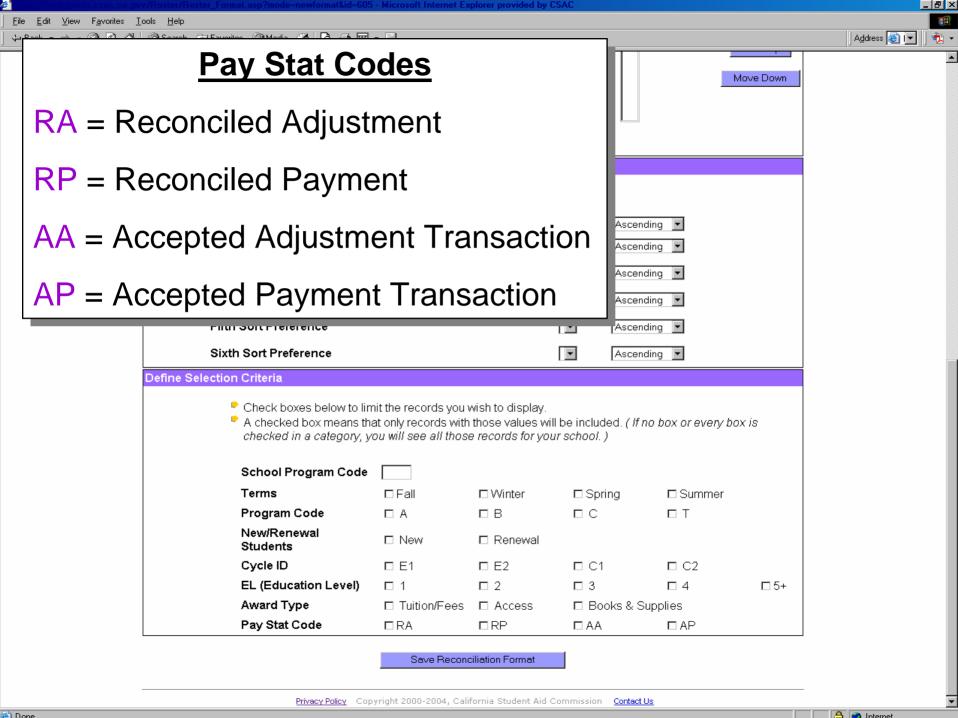


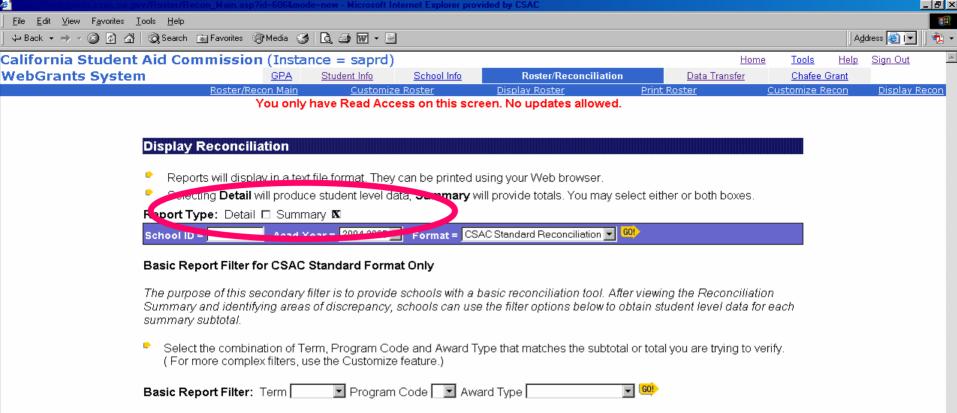
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Display Recon









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#### RECONCILIATION REPORT (SUMMARY)

FILTER CRITERIA: PAY STAT CODE IN ('RA', 'RP', 'AA', 'AP') AND TERM (FL, WN, SP, SU) INFORMATION FOR TERMS NOT SELECTED WILL DISPLAY AS BLANKS

	FALL	WINTER	SPRING	SUMMER	TOTAL
A T/F	6,306.00		2,580.00		8,886.00
B T/F B ACC B TOTAL	4,284.00 4,462.00 8,746.00	0.00	8,568.00 7,942.00 16,510.00	0.00	12,852.00 12,404.00 25,256.00
C T/F C B/S C TOTAL	0.00	0.00	0.00	0.00	0.00 0.00 0.00
TOTAL GRAND TOTAL	15,052.00	0.00	19,090.00	0.00	34,142.00
	¥e*	** END OF REPORT	www		

viewing the Reconciliation Summary and identifying areas of discrepancy, schools can use the filter options below to obtain student level data for each summary subtotal.

Select the combination of Term, Program Code and Award Type that matches the subtotal or total you are trying to verify. (For more complex filters, use the Customize feature.)

Basic Report Filter: Term 

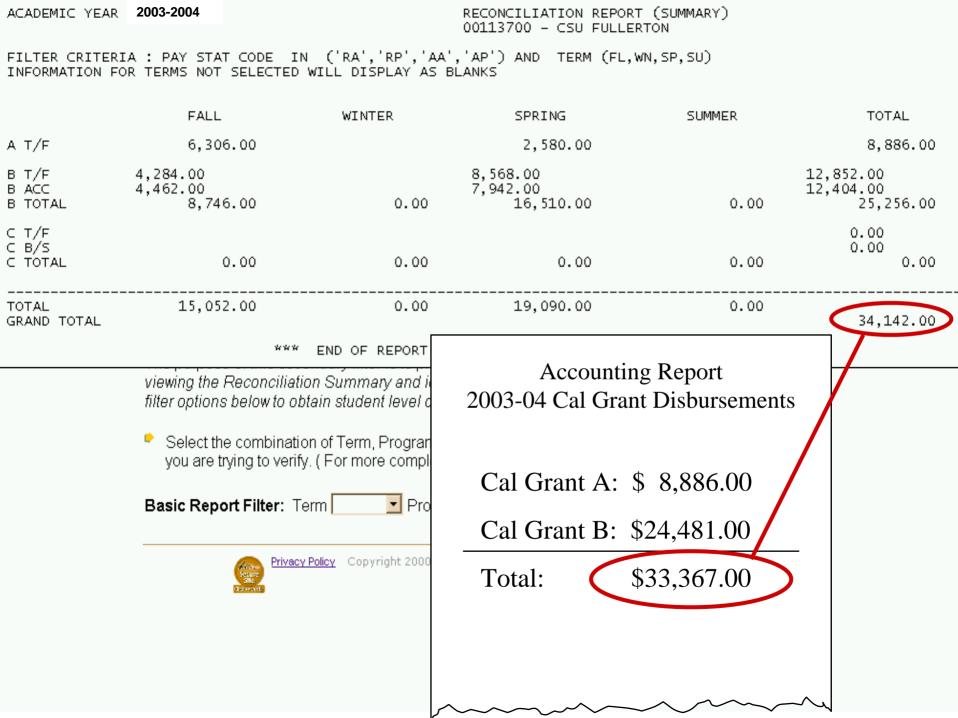
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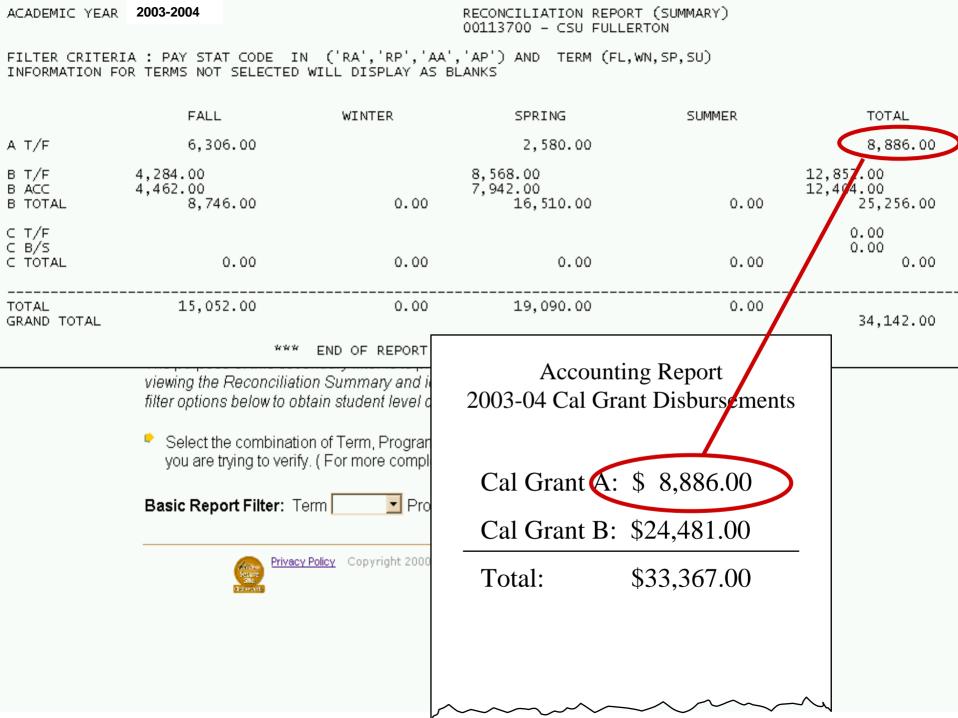
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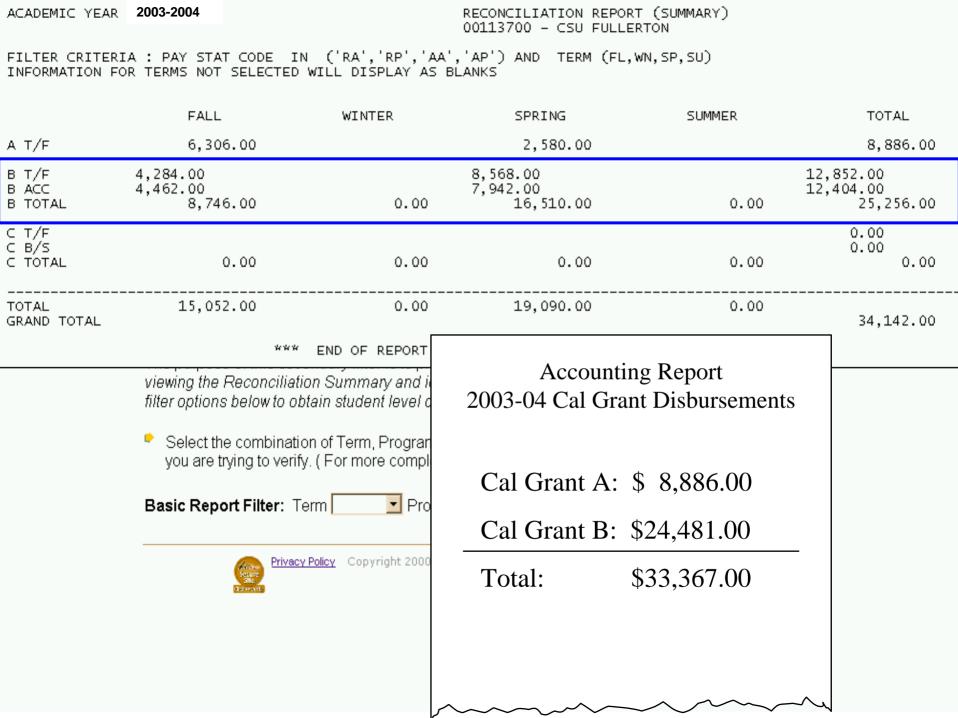
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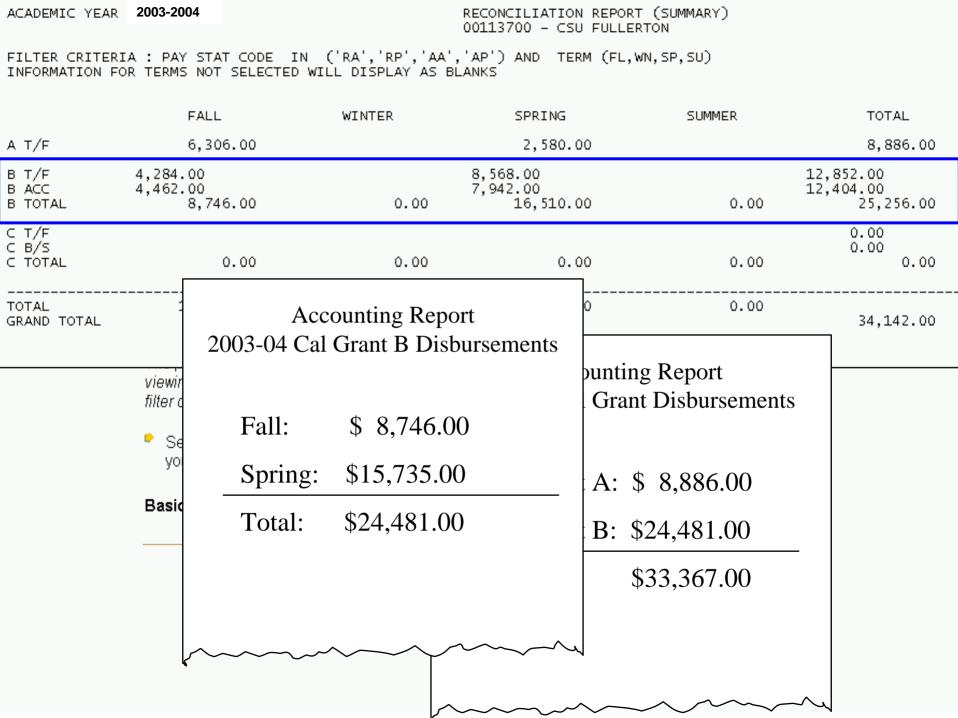
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TOTAL GRAND TOTAL	15,052.00	0.00	19,090.00	0.00	34,142.00		
viewing the Reconciliation Summary and infilter options below to obtain student level of Select the combination of Term, Program you are trying to verify. (For more complete.)			Accounting Report				
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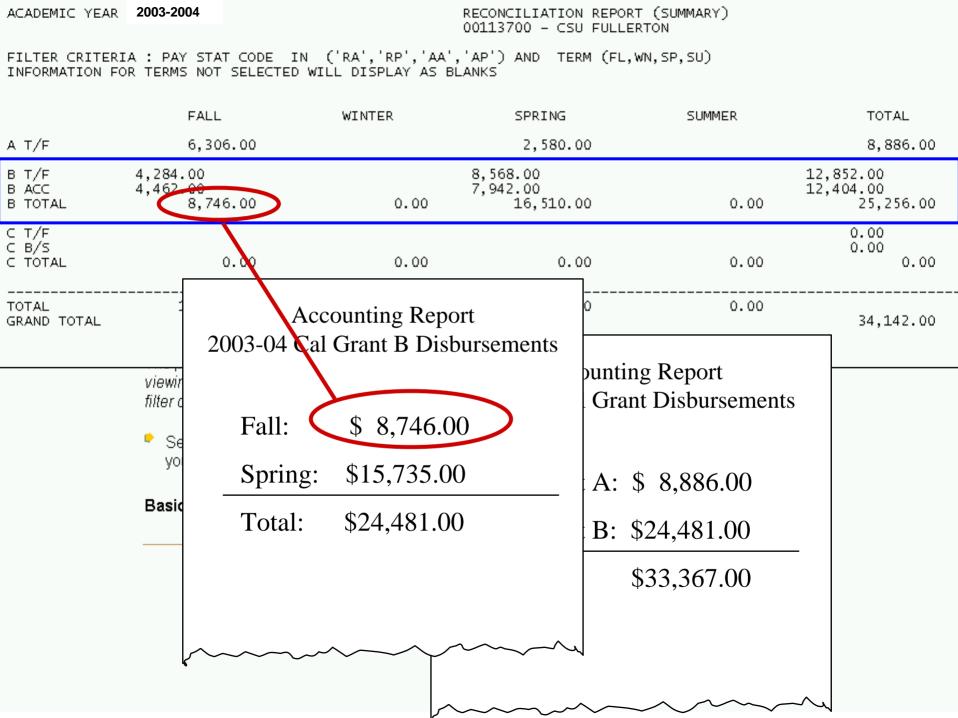


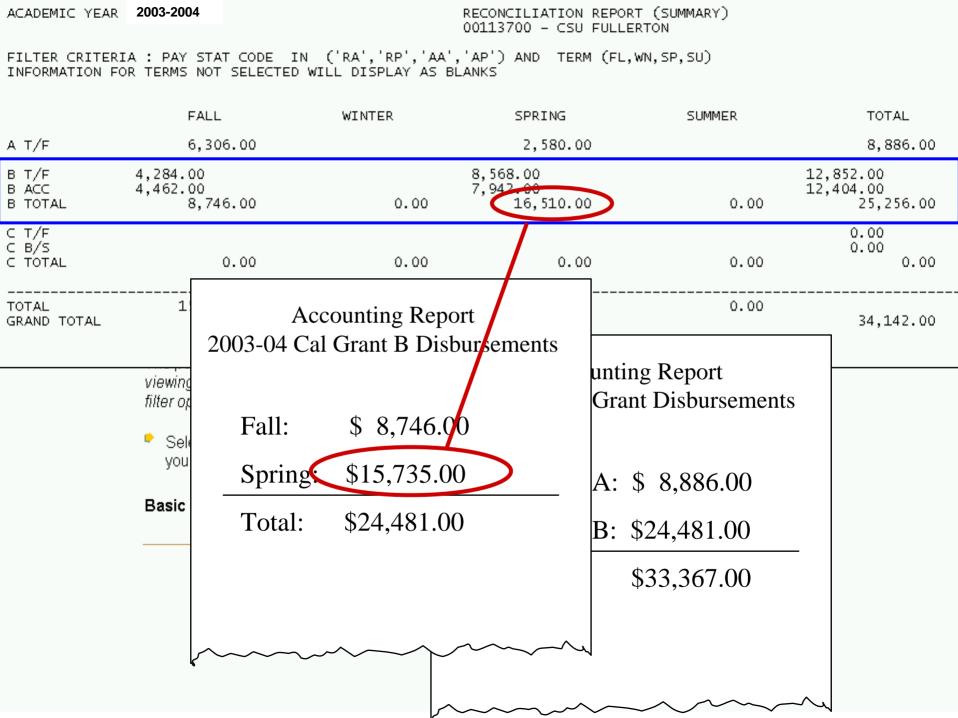


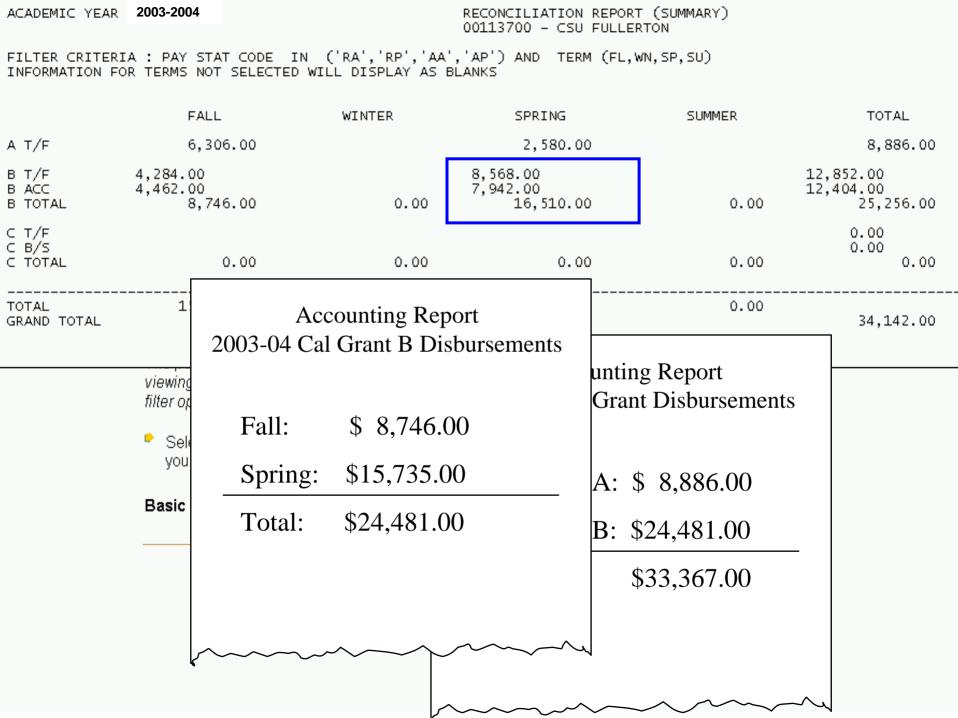
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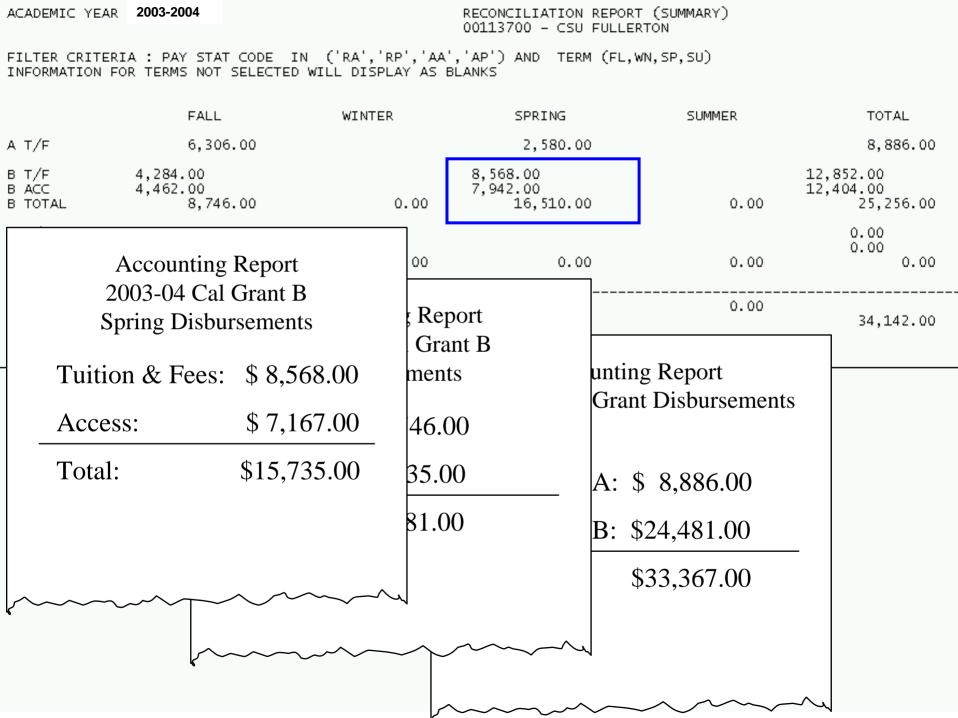


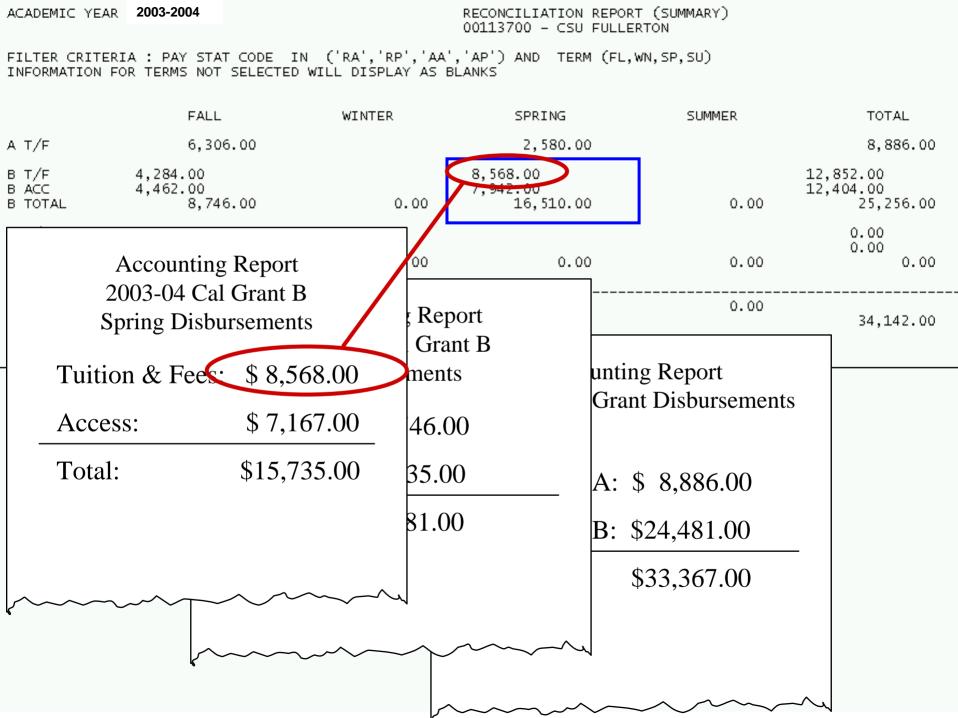


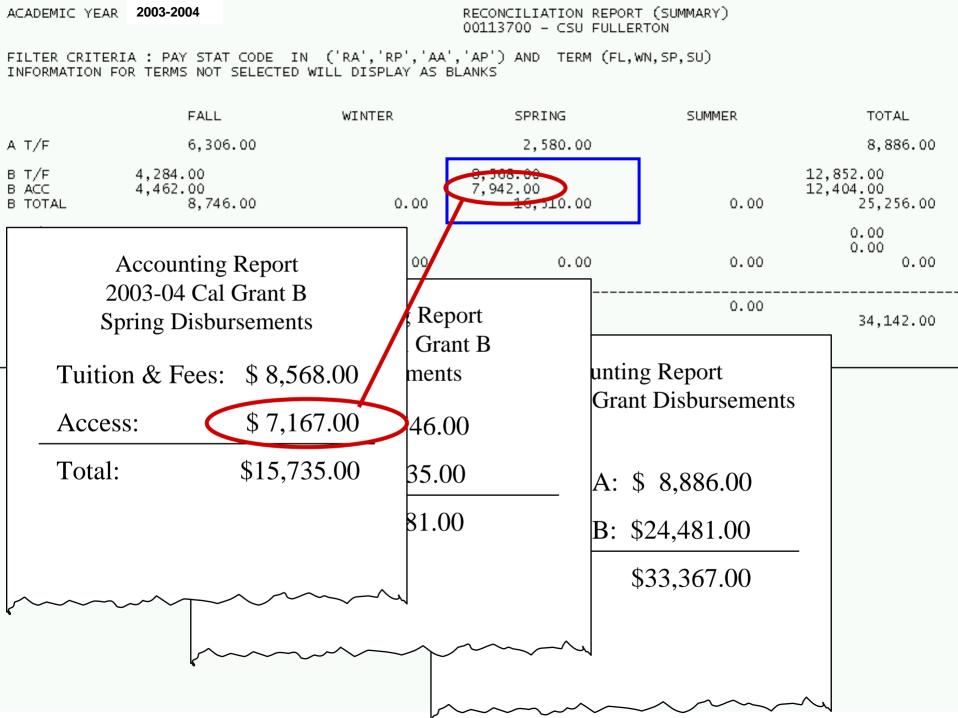


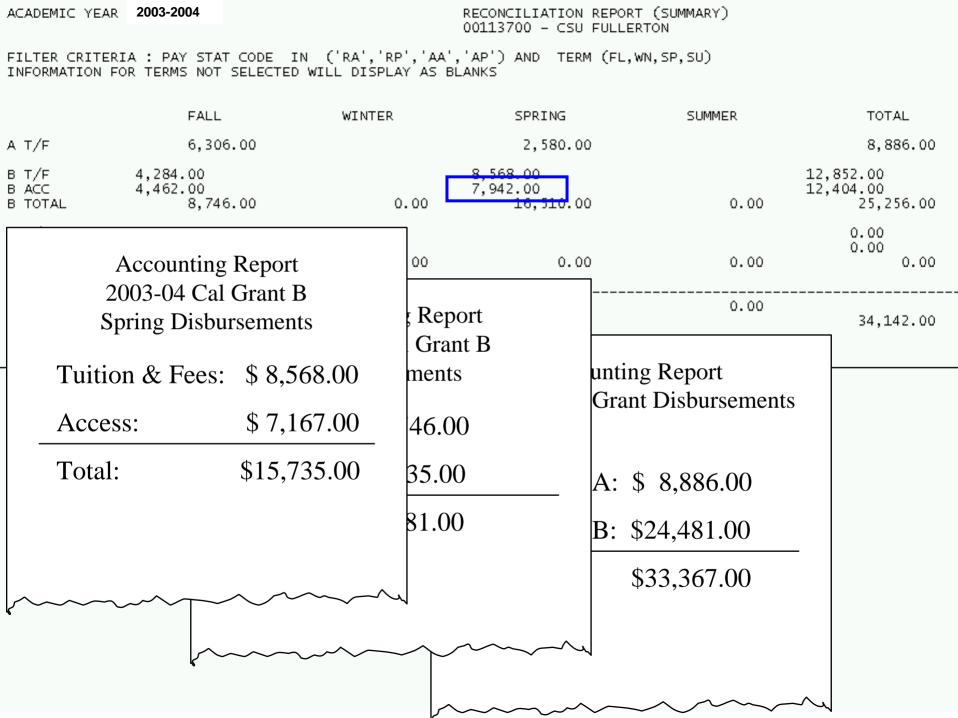


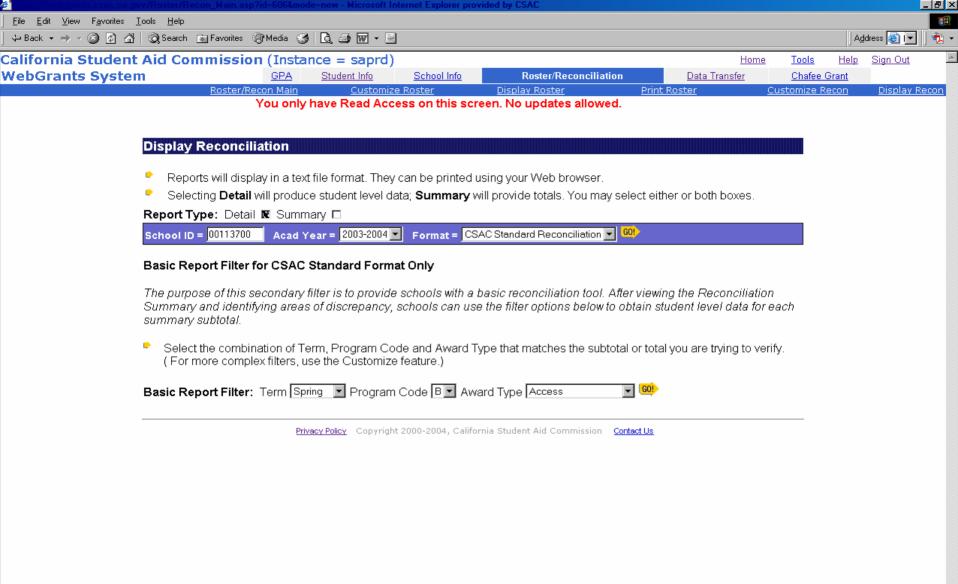












### RECONCILIATION REPORT (DETAIL) 00113700 - CSU FULLERTON

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Cal Grant payment reported to CSAC but not disbursed to student



# Other Reconciliation Reports

- Students on Leave Report
- Withdrawn Students Report

### **REPORTING FOR CAL GRANT DUTY!**

# Format Guide for Report Downloads

Report Type	Data File	Formatted Text File
Grant Roster	<b>₽</b>	<b>A</b>
"Compared" Rosters	<b>⁴</b>	
Removed From Roster	4	
Accept/Reject	<b>₽</b>	<b>A</b>
Unable to Determine Renewal Eligibility	<u>^</u>	<b>A</b>
Payment Activity		<b>A</b>
Reconciliation Reports		<b>♣</b>
Automatic Leave	4	<b>♣</b>
Award Status Extract (Upload & Download)	<u>^</u>	
Education Level Verification	<b>⁴</b>	
EL Accept/Reject		<b>♣</b>
EL Upload Summary		<u></u>
Cal Grant C Supplement	4	<u></u>
Unclaimed Awards	4	<u></u>

### **REPORTING FOR CAL GRANT DUTY!**

# Data File Layout Specifications

Report Type	File Layout	Header Required
Grant Roster Upload	Helpdesk	<b>↑</b>
Grant Roster Download	Helpdesk	
Award Status Extract Upload	WebGrants	<b>↑</b>
Award Status Extract Download	WebGrants	
CCC Enrollment Data Upload	WebGrants	<b>^</b>
School Change Data File	WebGrants	<b>∽</b>
Unclaimed Awards Report	WebGrants	

Report Type	File Layout	
GPA Upload	WebGrants	Special
EL Verification	WebGrants	Upload Screens



## Cal Grant Contact Numbers

**Training** (888) 294-0153

otdtraining@csac.ca.gov

**School Help Line** (888) 294-0153

custsvcs@csac.ca.gov

Technology Help Desk (888) 294-0148

csachelpdesk@csac.ca.gov



# Questions?